

COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

Department of Food Science & Human Nutrition
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University of Illinois DPD Standard 10 Policies and Procedures based on the 2017 ACEND Standards for DPD Accreditation

The program must have written policies and procedures that protect the rights of students and are consistent with current institutional practice.

<u>Required Element</u>	<u>Policy</u>
10.1a. Admissions Assessment	<p>The UIUC Admissions Office and Office of Academic Programs in the College of ACES are responsible for establishing the criteria for determining student (freshman and off-campus transfers) potential for success in the DPD. The UIUC Admissions webpage provides the admission criteria for UIUC and the College of ACES: https://admissions.illinois.edu/. The off campus transfer handbook can be found at: https://admissions.illinois.edu/Apply/Transfer/handbook.</p> <p>The Department of FSHN is responsible for establishing the criteria for determining student potential for success in the DPD. On-campus transfer students are evaluated based on the criteria outlined in the Application Requesting Transfer into FSHN: https://fshn.illinois.edu/files/documents/fshn-transfer-request.pdf</p> <p>Graduate students that are admitted to the FSHN Department or the Division of Nutritional Sciences at UIUC can apply for admission to the DPD Program by completing the application found on the FSHN website https://fshn.illinois.edu/undergraduate/dietetics/prospective</p> <p>The Director of the DPD is responsible for establishing the criteria for determining graduate student potential for success in the DPD. Graduate students will be admitted to the DPD if they have at least a 3.0 GPA and there is space in the DPD that would not exceed the maximum enrollment standards.</p>
10.1.b. Student Performance Monitoring	<p>The UIUC DPD has a system of monitoring student/intern performance and how it provides for the early detection of academic difficulty and takes into consideration professional and ethical behavior and academic integrity of the student/intern. Academic performance is monitored every Fall and Spring semester by the DPD Director and every semester by the College of ACES Office of Academic Programs. The Probation and Academic Counseling Policy for DPD Students can be found below:</p>

	<p>https://fshn.illinois.edu/files/documents/fshn-dietetics-probation-counseling-policy.pdf</p> <p>If a student’s GPA should fall below a 3.0, the Director will provide academic counseling meetings with the student. During the advising meeting, the Director discusses academic performance and provides early detection of academic difficulty taking into consideration the professional and ethical behavior and academic integrity of the student.</p> <p>The College of ACES also monitors academic performance through the Academic Standing Review at the end of every term. Probationary status is discussed at these meetings for any DPD students that fall below a 2.5 GPA based on the College of ACES criteria. Academic probation or placing students on drop status are made at these meetings.</p> <p>Any student on academic probation is given information on ways to get assistance on campus, including the ACES Collaborative Learning Center (ACLC) https://publish.illinois.edu/acescollaborativelearningcenter/about-us/. The ACLC offers a peer tutoring program free of charge to all College of ACES students that cover a wide variety of classes required by the College of ACES majors. The tutoring hours are available seven days per week on a walk-in basis and are staffed by ACES students that maintain GPAs above 3.0.</p> <p>DPD students that fail to meet the minimum GPA requirements of the College are required to participate in our Academic Success Program: https://academics.aces.illinois.edu/AcademicSuccessProgram. The students have check-points throughout the semester and get more information on resources to help them.</p>
10.1.c. Student Retention	<p>If the DPD student has minimal chances of success in the program, the Director helps guide them to other campus programs and resources. The Division of General Studies (DGS) at UIUC has a student self-assessment process to help them with finding the appropriate major: https://dgs.illinois.edu/major-selection.</p> <p>If the student is a freshman or sophomore, the student can transfer to DGS and they can do in-depth testing to help the student find a more suitable major. If the student is a junior or above, the Director encourages them to meet with advisors in other career paths that are more appropriate based on the student’s knowledge, skills and abilities.</p>
<u>Required Element:</u>	<u>Policy</u>
10.2.a. Insurance Requirements	<p><u>Personal Health Insurance:</u> It is required that the intern carry personal health insurance as a student of the University of Illinois. Students can purchase health insurance through the University of Illinois Office of Student Health Insurance https://si.illinois.edu/.</p> <p><u>Professional Liability:</u> DPD students are not required to carry professional liability insurance unless it is required by the student’s chosen dietetics work experience site. In that case, it is the responsibility of the student to obtain the liability insurance. Liability insurance is available from Proliability</p>

	http://www.proliability.com/professional-liability-insurance/dietetic-practitioners .
10.2.b. Travel Liability	It is not required for students to own an automobile as part of the DPD. However, if a student wishes to complete a dietetics work experience off-campus that requires a vehicle, the DPD student is responsible for maintaining his/her own driver's license, mode of transportation, and liability insurance for a personal vehicle.
10.2.c. Illness and Injury while in a Facility for Supervised Practice	If injury or illness occurs in route to or while working at an off-campus dietetics work experience and immediate medical care is required, the DPD student must follow guidelines contained in the student's health insurance policy. Any expenses incurred for illness/injury during the off campus dietetics work experience are the responsibility of the DPD student.
10.2.d. Drug Testing and Criminal Background Checks	<p>DPD students will be required to submit to drug testing and criminal background checks if it is required by an off-campus dietetics work experience site that the student chooses.</p> <p>The University of Illinois is committed to maintaining a drug- and alcohol-free environment for its students in compliance with applicable state and federal laws. Students who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution. Those who violate University policies also are subject to institutional sanctions. The unlawful or unauthorized possession, use, distribution, dispensation, sale or manufacture of controlled substances or alcohol is prohibited on University premises. Violation of this policy may result in the imposition of discipline as defined for students by existing University policies, statutes, rules, regulations, employment contracts and labor agreements, up to and including dismissal and referral for prosecution.</p>
10.2.e. Students Replacing Employees	DPD students performing duties at off-campus dietetics work experiences of their own choosing must not replace paid employees.
10.2.f. Compensation Practices of Students	If a dietetics work experience chooses to pay a DPD student for the work completed during the experience, the site must pay the student minimum wage as required by law.
10.2.g. Filing & Handling Complaints About the Program	<p>The process for filing and handling complaints about the program from students and practitioners providing dietetics work experience can be found below: https://fshn.illinois.edu/files/documents/fshn-grievance-policy.pdf</p> <p>The UIUC DPD maintains a record of student complaints for a period of seven years, including the resolution of complaints.</p>
10.2.h. Submitting Complaints to ACEND	<p>The process for submission of written complaints to ACEND related to program noncompliance and ACEND accreditation standards after all other options with the program and institution have been exhausted can be found below: https://fshn.illinois.edu/files/documents/fshn-dietetics-complaints.pdf</p>

<p>10.2.i. Assessment of Prior Learning</p>	<p>The College of ACES uses http://www.transferology.com/school/illinois. to determine how coursework at community colleges and four-year institutions across the US will transfer to UIUC.</p> <p>If a DPD student believes that he/she has taken an equivalent course at another academic institution but it is not found in www.transferology.com, the student has the right to submit a Substitution for a Required Course: https://academics.aces.illinois.edu/files/documents/Substitution.Petition_0.pdf</p> <p>Petitions are to be submitted for all requests of substitutions for required courses. The College of Agricultural, Consumer and Environmental Sciences does not waive total hours required in a degree program. Requests to make a substitution for a required course should be made prior to enrolling in the alternative course; having completed the alternative course does not assure approval. Course substitutions are not approved based on course descriptions. Syllabi for the required and replacement courses must contain a list of topics and must be attached to the request unless the course is listed here: https://academics.aces.illinois.edu/student-resources/ACESsyllabi</p>
<p>10.2.j. Assessment of Student Learning & Progress Reports</p>	<p>Formal assessment of DPD student learning and regular reports of performance and progress occurs at the conclusion of each course with a final grade in the course. Although there is no requirement that dietetics work experience supervisors provide formal assessment of student performance, it is highly recommended. The Director asks every dietetics work experience supervisor to complete an annual survey on the performance of each DPD student. An example of a Supervisor Survey of a UIUC DPD Student Work Experience can be found below:</p> <p>https://surveys.illinois.edu/sec/9179909</p>
<p>10.2.k. Retention and Remediation Procedures</p>	<p>The UIUC retention and remediation procedures can be found below: http://studentcode.illinois.edu/article3/part1/3-110/</p> <p>Tutorial Support is offered by a variety of campus resources: https://academics.aces.illinois.edu/student-resources/tutoring-resources</p>
<p>10.2.l. Disciplinary & Termination Procedures</p>	<p>Disciplinary and termination procedures at UIUC can be found below: http://studentcode.illinois.edu/article3/part1/3-110/</p>
<p>10.2.m. Graduation & Program Completion Requirements</p>	<p>Graduation and program completion requirements for the College of ACES can be found below: https://academics.aces.illinois.edu/student-resources/graduation-requirements</p>

	<p>The University of Illinois Urbana Champaign does not have a maximum time allowed to complete a degree program, therefore the DPD cannot create a policy that mandates a maximum allotted time to graduate. Instead UIUC and the DPD use an Expected Graduation Date that is set at the time a student has been admitted to the University. The number of terms a student is assigned (including summer terms) is based on the student's degree code. The College of ACES can manually adjust the number of terms for a particular student based on an individual situation (medical reasons, etc.) For the DPD BS Degree, the Expected Graduation Date is 16 terms (including summer terms). For a MS degree it is 14 terms (including summer terms) and for the PhD degree it is 20 terms (including summer terms).</p> <p>https://registrar.illinois.edu/faculty-staff/graduation-resources/expected-graduation-date/</p>
10.2.n. Verification Statement Requirements	<p>The DPD Verification Statement Guidelines can be found below:</p> <p>https://fshn.illinois.edu/undergraduate/dietetics/verification</p>
10.2.o. Online Testing Student Identity	<p>The UIUC policies regarding online testing and employment of strategies to verify the identity of a student can be found below:</p> <p>http://online.illinois.edu/getting-started/other-important-info-for-online-students/exams-and-proctors</p>
10.2.p. Withdrawal and Refund of Tuition and Fees	<p>The UIUC policy on withdrawal and refund of tuition and fees can be found below:</p> <p>https://registrar.illinois.edu/tuition-fees/refunds/</p>
10.2.q. Program Schedule, Vacations, Holidays and Leaves of Absence	<p>The DPD follows the same schedule as UIUC which is maintained by the Office of the Registrar:</p> <p>http://registrar.illinois.edu/academic-calendars/</p> <p>UIUC has specific guidelines regarding class attendance and leaves of absence:</p> <p>http://studentcode.illinois.edu/article1/part5/1-501/</p> <p>The College of ACES also has a Class Attendance and Absence FAQ resource page:</p> <p>https://academics.aces.illinois.edu/student-resources/class-attendance-and-absence-faqs</p>
10.2.r. Privacy of Student Information	<p>The DPD abides by the UIUC FERPA policy below:</p> <p>https://registrar.illinois.edu/academic-records/ferpa/</p>
10.2.s. Student Access to Student Files	<p>The UIUC policy on access to Student Records can be found below:</p> <p>https://registrar.illinois.edu/faculty-staff/ferpa-fs/access-to-student-records/</p>
10.2.t Student Access to Support Services	<p>UIUC offers a variety of student support services, including health services, counseling, testing and financial aid resources can be found below:</p> <p>https://odos.illinois.edu/community-of-care/resources/campus/.</p>